

STATE OF CALIFORNIA

STEVE WESTLY,  
CALIFORNIA STATE CONTROLLER

---

OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
300-Capitol Mall  
P.O. Box 942850  
Sacramento, CA 94250-5878

Date: July 3, 2003

LEAVE ACCOUNTING LETTER # 03-021

To: All Agencies/Campuses in the California Leave Accounting System (CLAS)

From: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

Re: USAGE ONLY BENEFITS - FISCAL YEAR RESET

On July 14, 2003, Begin Total transactions for FISCAL YEAR USAGE ONLY benefits will be posted to the CLAS. These transactions will be posted for the July 2003 leave period and will reset the TOTAL HOURS/DAYS used to zero. BEGIN TOTAL transactions will be posted for the following benefits:

- Administrative Time Off
- Bereavement Leave
- Continuing Medical Education Leave
- Emergency Military Leave - Days
- Emergency Military Leave - Hours
- Military Leave - Days
- Military Leave Hours
- Paid Educational Leave \*
- Professional Training/Development \*\*
- Subpoenaed Witness

\* Paid Educational Leave for Bargaining Unit 20 employees will not be reset to zero due to multi-fiscal year usage rules contained in the bargaining unit contracts. If the benefit's fiscal year tracking period has ended, the agency must post a Begin Total (27) transaction with an amount of zero to reset the benefit.

\*\* Professional Training/Development for Bargaining Unit 02 employees will be reset to zero at the beginning of the calendar year.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:dm